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central intelligence agency

forms management program

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- actions in the government are controlled by **forms**.
- forms **guide** action but **do not perform** the action.

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from birth . . . to death

Central Intelligence Agency
Forms Management Program

management staff
records management division
forms management branch

field activities

area records officers

headquarters

area records officers

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the objective . . . . more efficient operations at less cost.

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what is forms management ?

forms management is a continuous reduction in cost management improvement program conserving

manpower

supplies

equipment

time

space

money

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resources are conserved by . . .

1 eliminating non-essential forms

2 consolidating forms that perform the same function

3 using forms prescribed by a higher headquarters

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4 informing users of available forms

5 integrating forms, procedures and directives

6 simplifying and standardizing size and design

7 eliminating wasteful printing and duplicating methods

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8 centralizing procurement
storage and distribution

9 being vigilant - reviewing all
forms used to identify and
solve functional and
organizational problems

10 by reporting to top
management unsatisfactory
conditions
- suggest improvements
- recommend forms for wider
application

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forms management tools

- initial request and justification
- revisions and reprints
- correspondence
- reference to issuance
- copy of form

numerical file

- bring together similiar forms used in many activities
- point up duplicate and overlapping forms
- aid in consolidation and elimination
- prevent establishment of unnecessary new forms

functional file

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a forms problem . . .

this could be eliminated by . . .

the forms management way

a form to fit the need

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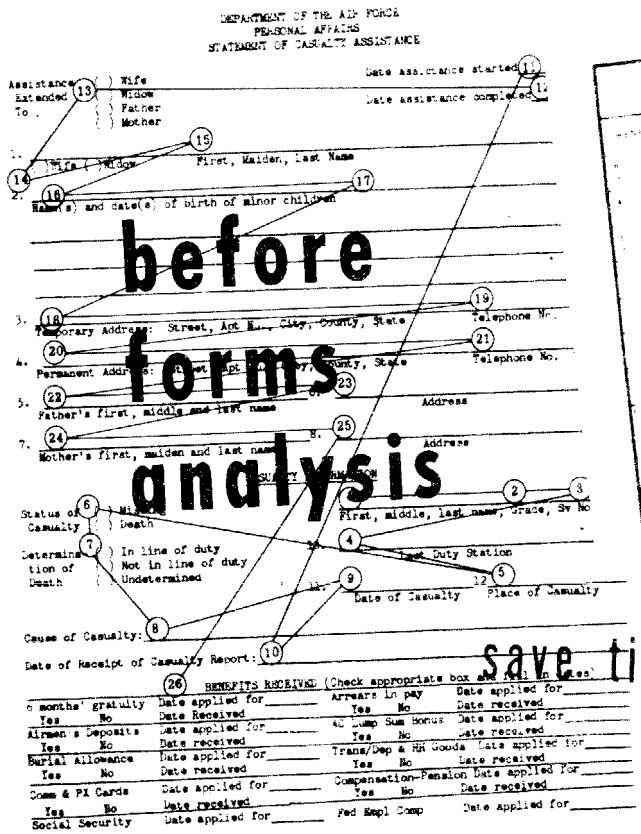
efficiency by scientific design . . .



before forms analysis

after forms analysis

save time in . . . preparation
routing
processing
filing
finding
sectional analysis

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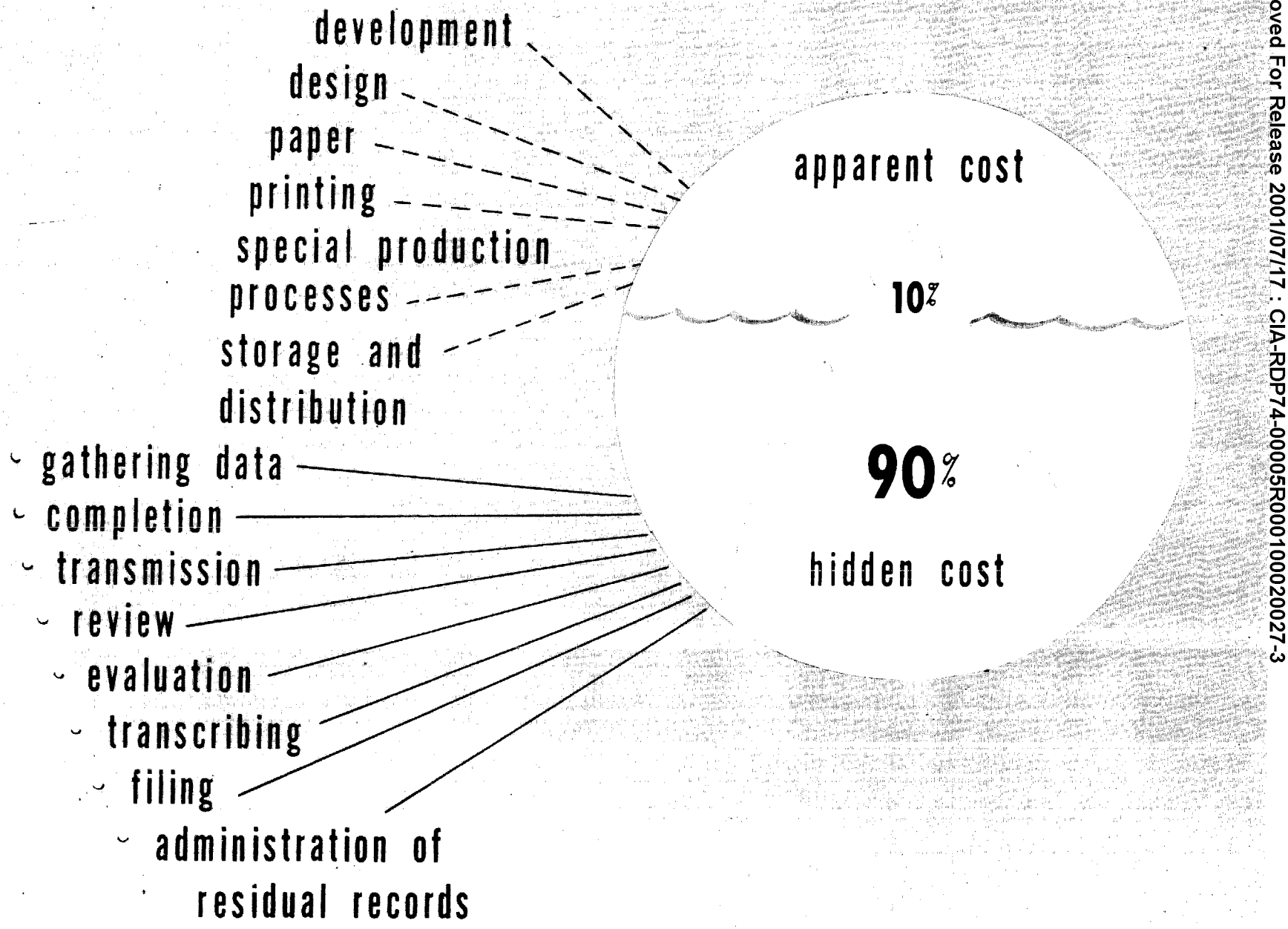
elements of a form in cost . . .



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ORME THE FORM SAYS

DON'T HOARD FORMS

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ORME THE FORM
SAYS

DON'T WASTE FORMS

DON'T USE FORMS FOR
PHONE NUMBERS OR NOTES,
CORRESPONDENCE DRAFTS,
OR COMPUTATIONS

USE NOTE PADS

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ORME THE FORM
SAYS

MAKE ONLY AS MANY COPIES AS NEEDED

DON'T MAKE EXTRAS "JUST IN CASE"!

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forms management saves money

- by eliminating non-essentials
- by 'procedurizing', simplifying, and standardizing essential forms
- by detecting the need to treat the procedures themselves

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